

## **SCOPE OF WORK**

### **Loudoun County Transit Coach Operations and Maintenance Facility**

The following information should be considered when developing a proposal for a transit coach operations and maintenance facility:

#### **General Scope:**

- Transit coaches will be maintained in this facility.
- The facility must accommodate a fleet that is anticipated to grow to a maximum of 75 to 80 coaches over the 20-year amortization of the building.
- Area security, i.e., fence, gate points, video surveillance will be required.
- Both operations and maintenance will be integrated into the facility.
- Any vendor submitting a proposal must meet all applicable local, state and federal requirements for the construction and operation of the facility.
- A vehicle fueling operation will be required, and should be included, only in proposals to be located on vendor-acquired land.
- Lighted parking areas are to be included, located on the same site as the facility.
- Parking areas must accommodate the transit coach fleet and employee vehicles.
- All capital equipment should be included in the proposal; examples include lifts, waste tanks, oil and lubrication distribution systems, compressors, tire repair equipment, storage racks and shelving, and transit coach waste dumping station.
- All approvals, permits, site work and any and all other requirements necessary to provide a turn key facility are to be included in the proposal.
- Each proposal shall consider both a scope of work in which the County of Loudoun provides the land and one in which the vendor obtains the land.

#### **Vehicle Maintenance Bays:**

- The number of vehicle maintenance bays should be based on one bay for each eight units maintained.
- All bays should accommodate the coach, lifts, space for work benches and be oriented as drive-through bays.
- Bays should be a minimum of 20 feet wide and 60 feet long with the bays configured end to end. This provides for ample work space around the asset being repaired.
- Bay doors must have the capability to open and close electronically.
- Piped oil, water and lubrication should be plumbed into each maintenance bay and supply tanks for lubricants and oil provided in easily accessed, EPA-approved containers.
- Waste tanks are required.
- Exhaust ventilation systems shall be integrated into the facility to support all maintenance bays.

Parts Management:

- A secure area for parts management and tire storage will be required.
- Sufficient shelving and racks to support the needed inventory to maintain the 80-coach fleet will be provided and installed.
- An area for tire and battery storage that meets all codes is required.
- Tire repair equipment is required and should be of sufficient size to accommodate tires normal to the assets being maintained.

Other Space and Building Requirements:

- Administration will require space for records management and storage and other day-to-day administrative requirements.
- Space to probe fare boxes will be incorporated in the operations area.
- A vault that is well secured and of sufficient size to support an 80-coach revenue service will be required.
- The transit coach operation's administrative space should include, at a minimum, an office for the general manager, a general administrative area, a dispatch area, a drivers' lounge, and a conference/training room.
- An office for use by Loudoun County's contract management employees should be included.
- The floor slab of all maintenance bays should be reinforced such that the full weight of each transit coach can be raised on individual wheel lifts.
- The floor of all maintenance and repair areas should be bonded with a non-slip, chemical-resistant surface for employee safety.
- All spaces shall incorporate information technology infrastructure that meets Loudoun County's current standards.
- An information technology equipment room that meets Loudoun County's current standards is required.